

Entering Active Duty

We are New Hampshire's Citizen Soldiers and Airmen

When Disaster Strikes New Hampshire, We Mobilize



Always Ready

New Hampshire National Guard



Always There



When our Nation is Threatened, We Respond



Citizen Service is our Greatest Passion



Topics



- Absent-US
- Standard Form 52
- USERRA Rights
- Benefits
- Health Insurance
- Retirement Credit
- Thrift Savings Plan (TSP)
- Leave
- Reservist Differential
- Military Deposits



Return to Duty



➤ Two types

- Absent - US (or Uniform Svc)
- LWOP - Separation

➤ Supervisor requests LWOP of 30 days or more via SF 52 - Request for Personnel Action, and route directly to HRO Group e-mail address

➤ Periods of Absent-US/LWOP less than 30 days are handled only at local timekeeper level



Standard Form 52 (SF52)



- Must submit an SF 52 through your Supervisor with effective date of Absent-US
- Supervisor must submit SF 52 to the HRO thru:

ngnhhroactions@ng.army.mil

FAILURE TO SUBMIT SF 52 PRIOR TO ABSENT-US WILL CAUSE THE TECHNICIAN NOT TO BE PROCESSED FOR PAY. NEW NOAC WILL REJECT TIME CARD ACTION FOR REGULAR PAY IF NOT PROPERLY PUT ON ABSENT-US!



HRO Website



NEW HAMPSHIRE NATIONAL GUARD

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TECHNICIAN INFORMATION

Employee Benefits Information System (EBIS)

As of 1 October 2010, ALL Army and Air National Guard Federal Employees will begin making employee benefit enrollments/changes (including Retirement) using the Employee Benefits Information System (EBIS) / Interactive Voice Response System (IVRS) serviced by the Army Benefits Center-Civilian (ABC-C) located at Fort Riley, KS.

Air and Army Federal Employees will need to establish an AKO account before accessing EBIS. You can access EBIS at <https://www.abc.army.mil/it> is an automated, secure, self-service Web application that will allow Technicians to make health insurance, life insurance, Thrift Savings Plan contribution elections, military deposits, review general and personal benefits information, and calculate retirement estimates using a computer. IVRS Counselors will be available 12 hours a day Mon-Fri 0700-1900 Eastern (0600-1800 Central Time) and automated Internet/phone systems available 24/7. EBIS & IVRS can both be accessed from Overseas locations (visit

Technician SF 52s

Blank SF52	Army	Air
Change in SCD		Air
Desk Audit	Army	Air
Fill Perm Position	Army	Air
LWOP Military	Army	Air
LWOP Medical	Army	
LWOP NTE		Air
Name Change	Army	Air
Position Change	Army	Air
Promotion Perm	Army	Air
Promotion Temp		Air
Reassignment	Army	Air
Resignation	Army	Air
Retention Incentive	Army	Air
Retirement	Army	Air
Return to Duty	Army	Air

Always Ready

Always There



SF 52 Example



Standard Form 52
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

Page 2 >>>

PART A - Requesting Office (Also complete part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Actions Requested Absent-US		2. Request Number HRO Completes	
3. For Additional Information Call (Name and Telephone Number) [] - []		4. Proposed Effective Date []	
Action Requested By (Typed Name, Title, Signature and Request Date) [Supervisor's Name, phone and e-mail address] [Date] CLICK TO SIGN 20081113		Action Authorized By (Typed Name, Title, Signature and Concurrence Date) [Next Higher Supervisor Level] [Fulltime Duty Title] [] CLICK TO SIGN 20090323	
e-Mail Address: []		e-Mail Address: []	

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) Employee's Name	2. Social Security Number --	3. Date of Birth []	4. Effective Date []
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FIRST ACTION

5-A. Code []	5-B. Nature of Action []
5-C. Code []	5-D. Legal Authority []
5-E. Code []	5-F. Legal Authority []

SECOND ACTION

6-A. Code []	6-B. Nature of Action []
6-C. Code []	6-D. Legal Authority []
6-E. Code []	6-F. Legal Authority []

7.FROM: Position Title and Number

[Fulltime Duty Title] [Fulltime Position Number]

15.TO: Position Title and Number

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Uniform Services Employment and Reemployment Rights Act (USERRA)



- Under USERRA, employees who are on orders
 - 30 days or less, NLT the beginning of the first full regularly scheduled work period following end of order
 - 30-181 days, NLT 14 days from end of military order
 - 180 days or more- NLT 90 days
- Title 10 in Support of Contingency Operation exempt from 5 yr USERRA Limit.



Federal Employee Group Life Insurance(FEGLI)



- Free for first 12 months of non-pay. Upon RTD = Premiums automatically restart, same coverage
- More than 12 but less than 24 months = Reinstate previous coverage
 - Employee responsible for 12+ to 24 months 100% premiums



Flexible Spending Account (FSA)



- If you go on leave without pay (LWOP) or are in a non-pay status for any reason such as active duty or a qualified life event, your agency will not deduct your allotment while you are in a non-pay status. There are different options for coverage depending on whether your LWOP is based on a QLE.
- You may choose to prepay at an accelerated rate prior to your LWOP so there will be no interruption in your coverage period.
- You may also choose to freeze your account. You will not be reimbursed for any healthcare expenses incurred while in non-pay status until the end of the plan year or until allotments resume, whichever occurs first.
- Absent-Uniformed Service due to military deployment is considered a QLE, and you have the option of canceling your enrollment.



FSA HEART Act



- What is the Heroes Earnings Assistance and Relief Tax (HEART) Act?
- The HEART Act contains tax benefits and incentives for individuals in military service. HEART Act allows qualified reservists to receive a taxable distribution of their unused Health Care Flexible Spending Account (HCFSA) - also known as a qualified reservist distribution (QRD).
- FSAFEDS adopted Section 114 of the HEART Act, effective January 1, 2009.
- How to Request? Call 1-877-372-3337



Federal Long Term Care Insurance Program(FLTCIP)



- In order to continue your LTC insurance, you must keep your premium payments current to avoid cancellation of coverage; you cannot may not incur a debt.
- You'll need to contact a LTC Representative at 1.800.582.3337 to discuss and/or change my payment option.
- If you change your payment option from payroll deduction, you must contact a LTC Representative on return to civilian duty if you want payment by payroll deduction reinstated.



Federal Employees Dental and Vision Insurance Plan (FEDVIP)



➤ You will need contact BENEFEDS at 1-877-888-FEDS and notify them of your absence from technician employment for military duty. You can elect to suspend your coverage, and payments, while you're gone, or continue coverage and pay your premiums directly. If payments are suspended, they will immediately resume upon my return to duty. **HRO cannot call on your behalf.**



National Guard Association of the United States (NCAUS)



- If the non-pay extends beyond 30 days, the coverage will be suspended until you return to technician status. Upon return to duty, you must submit a letter to your Customer Service Representative (Payroll Office) to request reinstatement. If coverage is not restarted within 30 days of your return to duty, you will have to reenroll; which will require approval of the insurance company.
- You can elect to make payments, by personal check, directly to:

NGAUS Insurance Trust
One Massachusetts Ave, NW
Washington, DC 20001

Or call them at: (888) 642-8748



Health Insurance



Federal Employee Health Benefits (FEHB)

Options:

Elect to Continue. Contingency operations agency will pay FEHB premiums for up to 24 months. Some Fed. Agencies do not pay this.

Coverage ends after 24 months

Elect to Continue it, then Terminate.

Terminate it. Can immediately reenroll in FEHB upon your return to a paid status



Health Insurance Cont.





Health Insurance for Retirement



➤ FEHB 5-yr Requirement for Retirement Purposes

-Considered to have continuous coverage if:

Terminated enrollment is reinstated immediately upon reemployment

-- OR --

Immediate reinstatement was waived, at employee's request, to use Transitional TRICARE and reinstated FEHB prior to retirement



Retirement Credit



An employee who is placed in Absent – Uniformed Services while performing active military duty continues to be covered by the retirement law; i.e., CSRS or FERS.

Death and disability benefits under the civilian retirement rules would apply if the employee continues in LWOP or Absent – Uniformed Services.

If an employee separates to perform active military duty, he/she would generally receive retirement credit for the period of separation if a deposit for the military service is made.

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Retirement Credit



Upon restoration to the civilian position, the employee may make a deposit for the military service. The deposit would equal the lesser of:

7% (CSRS) or 3% (FERS) of the military basic pay

OR

7% (CSRS) or 0.8% (FERS) of the civilian pay.



Thrift Saving Plan (TSP) Make-Up



Do you have a TSP Loan? **You need to tell us!!!**

- If an employee who has a TSP loan is placed in nonpay status to perform military service and the TSP is appropriately notified via Form TSP-41, loan payments will be suspended for the period of military service.
- However, interest will continue to accrue during the period of military service. In addition, the time period for repaying the loan is extended by the period of military service.
- If you are in nonpay status and you want to continue making payments, you can do so by sending a personal check or money order to the TSP record keeper. Use the Loan Payment Coupon when you send your payments. The Loan Payment Coupon is available at: <http://www.tsp.gov/forms/oc02-7.pdf>



Military Deposit (Buy Back)



➤ Employees who perform active military duty during a period of Absent – Uniformed Services sometimes receive Civilian pay subject to retirement deductions during their active military duty. When those employees return to work and pay a military deposit, they will only owe a deposit for the period of active military duty not covered by civilian pay and retirement deductions.

➤ Employees who receive civilian pay during active military duty from which retirement deductions were withheld must include documentation of their civilian pay with their applications to pay the military deposit. Documentation could include copies of Leave and Earnings Statements (LES) showing the civilian pay, or records from the payroll office showing the civilian pay. The documentation should show the specific period covered by the civilian pay, and it should show the retirement deductions withheld for the period. If the documentation is not provided, the military deposit will be computed for the entire period of active military duty while the employee was in a leave without pay status.



Leave



Employees who enter into active duty may choose to:

- Have their annual leave remain to their credit until they return to their civilian position.
- Use the annual leave during the deployment.



Leave (ANG)



Leave

ANG Downtime (Reconstitution Leave) is not considered terminal leave; therefore, you cannot RTD while in ANG Downtime Status



Reservist Differential



Program (effective 15-MAR-09) in which employees may receive the net difference if their Civilian (Tech) Pay is greater than Military Pay

The employee must meet both of the following conditions:

1. A covered employee is absent from a Federal civilian position in order to perform active duty in the uniformed services pursuant to a call or order to active duty under section 331, 332, 333, 688, 12301(a), 12302, 12304, 12305, or 12406, of title 10, USC, and is serving on such qualifying active duty; and
2. The employee is entitled to reemployment rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA – 38 USC chapter 43) for such active duty.



Before you Leave



Either Today or when you return:

Please complete "RTD Checklist" from your hand-outs.
And ... Complete the SF 52 (orders attached)

Available on the HRO website.

<https://www.nh.ngb.army.mil/employment/techs>

MSgt Kevin McElroy Retirement 603-225-1332	SFC Doreen Sears Benefits 603-225-1376	Mrs. Valerie Morgan Military Back buy 603-430-2349	SrA Cara Bellerose HR Assistant 603-227-1483
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Questions



